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LEAVE BUY BACK AND
CORRECTING THE
RECORD

REFERENCES

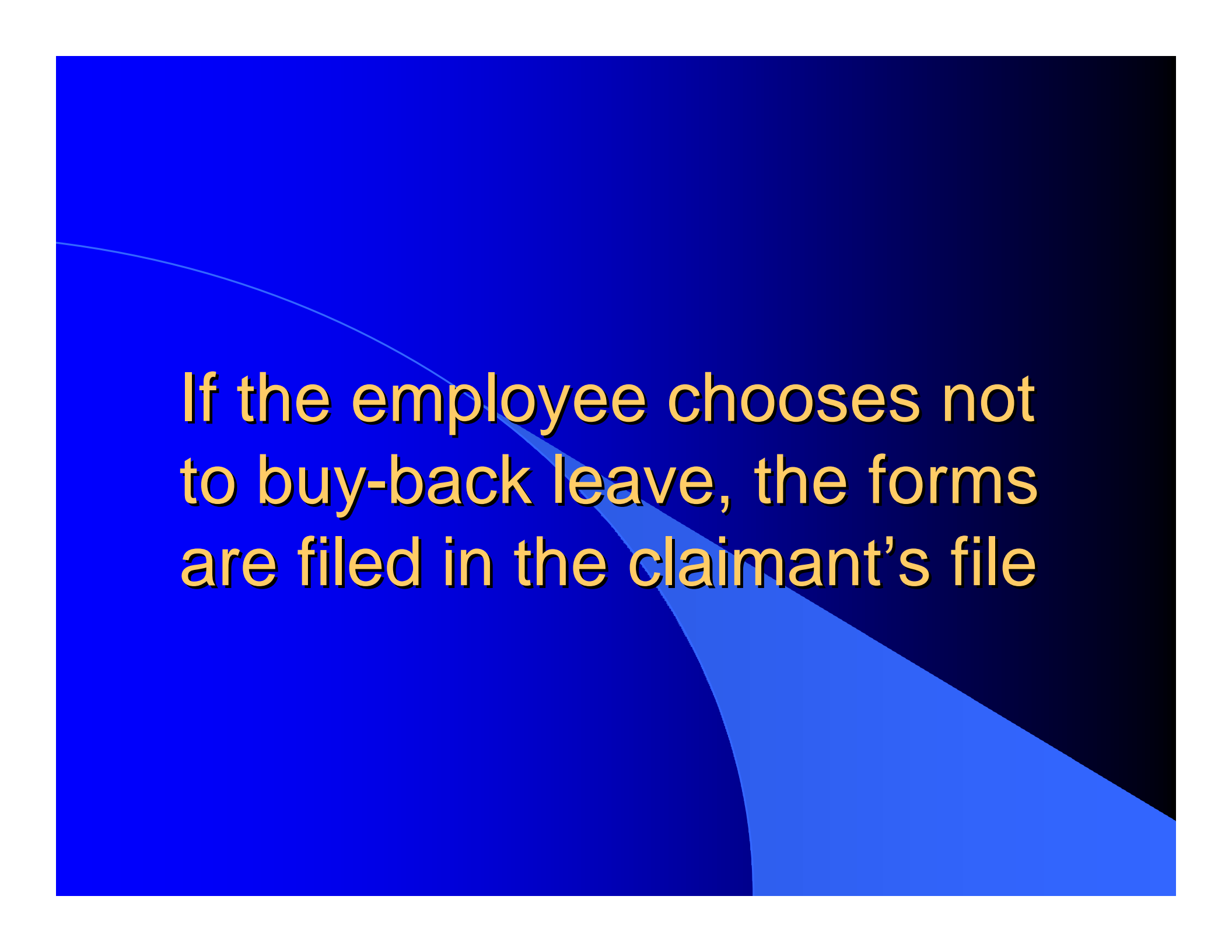
- 20 CFR 10.401
- 20 CFR 10.425
- FECA Procedure Manual,
Chapter 2-901 (13)

Procedures used in Murfreesboro

- Schedule appointment with employee
- Employee provides leave information with supporting medical information and completes Form CA-7a
- Employee Benefits Specialist verifies absences with timecards and medical information and certifies Form CA-7a

Procedures used in Murfreesboro

- Specialist completes front of Form CA-7b obtaining premium pay information, if applicable, from payroll office
- Payroll Office completes Section II on reverse of CA-7b and returns to HRMS
- Specialist contacts employee to obtain signature in Section III and forwards to OWCP for action

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If the employee chooses not to buy-back leave, the forms are filed in the claimant's file

The employee must have
medical documentation to
support each date/period of
leave buy-back

Rate of Compensation

- 66 2/3 % without dependents
- 75% with dependents

Leave Buy Back

An employee cannot buy back leave used during a period the employee was eligible for COP

Leave Buy Back

- Reduces an employees earnings
- Many times the employee will be obligated to make extra payments for income taxes, retirement, health insurance
- The employee is placed on a LWOP status which may result in leave reduction and/or TSP balance

Correcting the Record

- Payroll Office requests corrected timecards to reflect LWOP for periods/dates of leave buy back
- SF-52, Request for Personnel Action, to record LWOP and RTD for continuous periods of leave buy back (now LWOP) in excess of 80 hours
- SF-50, Notification of Personnel Action, Remarks, is documented to reflect period is paid under 5 USC Chapter 81.

Who approves LWOP
for OWCP purposes?

References

- 5 CFR Part 353
- Guide to Processing Personnel Actions
 - FPM Supplement 296-33, Chapter 15:
Placement in Nonpay or Nonduty status
 - FPM Supplement 296-33, Chapter 16:
Return to Duty from Nonpay Status

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QUESTIONS???

